



*The Public Library Department
Invites Resumes for*

**DEPARTMENTAL CHIEF INFORMATION OFFICER I
(UNCLASSIFIED)**

Restricted to Permanent Employees of the Public Library Department

Annual Salary

\$106,991 - \$161,936

(MAPP RANGE R13)

FILING PERIOD

June 7, 2012 – June 21, 2012

DEPARTMENT OVERVIEW

Created in 1913, the County of Los Angeles Public Library has evolved into the second largest public library system in the nation. Organized into five regions, the Library's 85 community libraries facilities and four bookmobiles currently serve a population of over 3.5 million citizens in 50 cities and the unincorporated areas of Los Angeles County.

The Public Library's mission is to provide our diverse communities with easy access to the information and knowledge they need to nurture their cultural exploration and lifelong learning.

We strive to be a leader among community-based library systems in quality of service, breadth of material, use of technology, welcoming facilities, and depth of community support.

POSITION OVERVIEW

Under executive direction, is responsible for the information technology activities for the County Public Library department having complex and varied systems in support of one of the major libraries in the nation that provides library service to over 3.5 million residents living within County unincorporated areas, as well as to 50 of the 88 incorporated cities of Los Angeles County. This position establishes the strategic direction for information technology and ensures the continuous operation and delivery of enterprise-wide integrated business and administrative information services through management of multiple information and communication systems that support this library service which extends over 3,000 square miles, supplementing a 7.5 million volume book collection, magazines, newspapers, governmental publications, and specialized materials including online resources such as reference databases and e- books. This position will also lead the Public Library in developing, coordinating, and implementing information technology projects and initiatives that improve cost effectiveness and service delivery.

EXAMPLES OF DUTIES

Plans, organizes, directs, assigns, and evaluates the information technology activities of the department; establishes and operates information systems governance structures within the department to ensure integrity of the enterprise architecture for Public Library systems, system interoperability, critical systems support, and that enterprise architecture is preserved; champions Public Library and County decisions relating to changes in system upgrades, architecture, capacity, etc.; ensures that appropriate policies and procedures are established and documented.

Analyzes and assesses current and proposed plans; oversees and manages the development, design, implementation, and maintenance of automated library information systems to ensure achievement of strategic long-range information requirements; and integrates plans into overall strategic departmental plans.

Develops and maintains IT policies and standards relating to the acquisition, implementation, and operation of information technology and communication systems to ensure that information integrity, security, and privacy are maintained.

Directs the development and preparation of the departmental information technology and telecommunications budget for inclusion into the overall budget and County Chief Information Office Business Automation Plan; directs the preparation of recommendations and justifications for additional resources including personnel, space, and materials necessary to meet the department's information technology requirements.

Directs the development and maintenance of enterprise systems architecture and defines standards and protocols for data exchange, communications, software, and interconnection of the Public Library's information systems.

Assesses departmental information systems equipment and/or service requirements and makes recommendations to purchase/lease equipment and/or contracted services; monitors vendor performance for contracted automated information system services, including system development, implementation, and maintenance.

Confers with senior departmental management, Chief Information Office, Chief Executive Office, other County departments, and State and Federal officials regarding implementation and maintenance of library systems necessary to meet data collection and reporting mandates.

Plans and supervises the development of delivery of training programs for management and technical personnel on the use and maintenance of automated systems and equipment and the development of end user training.

Advises department management of existing and emerging IT issues and trends and the implications on current and proposed departmental library information systems.

Represents the department on County-wide information systems committees and task forces involved in or leading the development of large-scale automated information systems.

Manages the information technology and telecommunication infrastructure planning and design for new, expanded, and refurbished library facilities.

Represents the department on committees and in meetings with Federal, State, City and County officials and with other local government agencies.

SELECTION REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Business Administration; a discipline related to the core business function of the department; or in Information Technology, Computer Science or a closely related field – AND – Four (4) years of progressively responsible, full-time, paid experience managing the design, development, implementation, operation, and maintenance of systems supporting a large, multi-service public-sector library organization. This experience must have included the management of technical information systems functions and administrative functions such as budgeting, finance, and personnel – OR – Six (6) years of progressively responsible, full-time, paid experience managing the design, development, implementation, operation, and maintenance of systems supporting a large, multi-service public-sector library organization. This experience must include the management of technical information systems functions and related administrative functions such as budgeting, finance and personnel.

LICENSE

A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRED QUALIFICATIONS

- System Administrator Knowledge of the SirsiDynix Symphony Integrated Library System
- A Master's degree in Library and Information Science (MLIS).
- Knowledge of and demonstrated experience with application systems and software, appropriate networking systems and server administration, as well as operating systems/platforms and related tools and utilities necessary to support large public library systems.
- Knowledge of public library services and operations, library service delivery strategies, standards, revenue reimbursement sources and requirements, quality and process improvement programs.
- Demonstrated experience with integrated library systems, library online resources, including databases, eBooks, materials handling, and detection systems.
- Experience managing major information technology projects for a large public library.

COMPENSATION AND BENEFITS

COMPENSATION

ANNUAL SALARY – \$106.991 - \$161.936.

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range R-13. The successful candidate may be appointed to any salary within the range, depending on qualifications.

BENEFITS

The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs.

- **Retirement Plan** – the successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees **DO NOT** pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.
- **Cafeteria Benefit Plan** – The MegaFlex Benefits Plan is a cafeteria benefit plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurances. **(NOTE:** Not applicable to County employees who are currently in Flex).
- **Non-Elective Days** – 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick, or personal leave.
- **Flexible Spending Accounts** – Employees may contribute up to \$400 per month tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401K)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – 11 paid days per year.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

FILING INSTRUCTIONS

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position. Submission should include ALL of the following:

1. Candidate's ability to meet the requirements as stated in the Selection Requirements and Desirable Qualifications sections of this recruitment brochure.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment and current salary.
3. Names of schools, colleges, and universities attended, dates attended, degrees earned and field(s) of study. Please enclose verification of degree(s), licenses, and certificates together with the resume.

Pursuant to State and Federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

Please submit statement of interest, resume, and supporting documents to:

Corrine Garcia
County of Los Angeles Public Library
Human Resources Development
7400 E. Imperial Highway, Room 223
Downey, CA 90242
Phone: (562) 940-8434
Fax: (562) 940-4155
Email: Cgarcia@library.lacounty.gov

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213) 738-2057 (ADA Coordinator – Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

This announcement may also be downloaded from the County of Los Angeles website at <http://dhr.lacounty.info>.